









Reimbersable Projects for Other Federal Agencies PWE 454																	
ID		Task Name	Work	Cost	Duration	Start	Finish	Details	1999	2000	2001	2002	2003	2004	2005	2006	2007
0		<b>Reimbersable Projects for Other Federal Agencies PWE 454</b>	<b>0 days</b>	<b>\$0.00</b>	<b>22 days</b>	<b>Fri 10/1/99</b>	<b>Tue 11/2/99</b>	Cost									
1		<b>Pre-Design</b>	<b>0 days</b>	<b>\$0.00</b>	<b>7 days</b>	<b>Fri 10/1/99</b>	<b>Tue 10/12/99</b>	Cost									
2		Project Initiation	0 days	\$0.00	1 day	Fri 10/1/99	Fri 10/1/99	Cost									
3		Project Programing	0 days	\$0.00	1 day	Mon 10/4/99	Mon 10/4/99	Cost									
4		Design Data Collection	0 days	\$0.00	1 day	Tue 10/5/99	Tue 10/5/99	Cost									
5		Natural & Cultural Resource Data Collection	0 days	\$0.00	1 day	Wed 10/6/99	Wed 10/6/99	Cost									
6		Compliance	0 days	\$0.00	1 day	Thu 10/7/99	Thu 10/7/99	Cost									
7		Schematic Design	0 days	\$0.00	1 day	Fri 10/8/99	Fri 10/8/99	Cost									
8		Pre-Design Deliverables	0 days	\$0.00	1 day	Tue 10/12/99	Tue 10/12/99	Cost									
9		<b>Design</b>	<b>0 days</b>	<b>\$0.00</b>	<b>6 days</b>	<b>Wed 10/13/99</b>	<b>Wed 10/20/99</b>	Cost									
10		Complete Design Development	0 days	\$0.00	1 day	Wed 10/13/99	Wed 10/13/99	Cost									
11		Field Verification	0 days	\$0.00	1 day	Thu 10/14/99	Thu 10/14/99	Cost									
12		Construction Documents	0 days	\$0.00	1 day	Fri 10/15/99	Fri 10/15/99	Cost									
13		Quality Assurance	0 days	\$0.00	1 day	Mon 10/18/99	Mon 10/18/99	Cost									
14		Plans In Hand Review	0 days	\$0.00	1 day	Tue 10/19/99	Tue 10/19/99	Cost									
15		Design Deliverables	0 days	\$0.00	1 day	Wed 10/20/99	Wed 10/20/99	Cost									
16		<b>Bid and Negotiate</b>	<b>0 days</b>	<b>\$0.00</b>	<b>6 days</b>	<b>Thu 10/21/99</b>	<b>Thu 10/28/99</b>	Cost									
17		<b>Competitive Proposal</b>	<b>0 days</b>	<b>\$0.00</b>	<b>5 days</b>	<b>Thu 10/21/99</b>	<b>Wed 10/27/99</b>	Cost									
18		Commerce Buisness Daily	0 days	\$0.00	1 day	Thu 10/21/99	Thu 10/21/99	Cost									
19		Pre-Solicitaion Notice	0 days	\$0.00	1 day	Fri 10/22/99	Fri 10/22/99	Cost									
20		Request For Proposal	0 days	\$0.00	1 day	Mon 10/25/99	Mon 10/25/99	Cost									
21		Pre-Proposal Conference (optional)	0 days	\$0.00	1 day	Tue 10/26/99	Tue 10/26/99	Cost									
22		Receive & Evaluate Proposals	0 days	\$0.00	1 day	Wed 10/27/99	Wed 10/27/99	Cost									
23		<b>SBA - 8(a)</b>	<b>0 days</b>	<b>\$0.00</b>	<b>6 days</b>	<b>Thu 10/21/99</b>	<b>Thu 10/28/99</b>	Cost									
24		Select Contractor	0 days	\$0.00	1 day	Thu 10/21/99	Thu 10/21/99	Cost									
25		Offering Letter	0 days	\$0.00	1 day	Fri 10/22/99	Fri 10/22/99	Cost									
26		SBA Acceptance	0 days	\$0.00	1 day	Mon 10/25/99	Mon 10/25/99	Cost									
27		Request For Proposal	0 days	\$0.00	1 day	Tue 10/26/99	Tue 10/26/99	Cost									
28		Pre-Proposal Conference (optional)	0 days	\$0.00	1 day	Wed 10/27/99	Wed 10/27/99	Cost									
29		Receive & Evaluate Proposals	0 days	\$0.00	1 day	Thu 10/28/99	Thu 10/28/99	Cost									
30		<b>Construction</b>	<b>0 days</b>	<b>\$0.00</b>	<b>4 days</b>	<b>Thu 10/28/99</b>	<b>Tue 11/2/99</b>	Cost									
31		Pre-Construction Activities	0 days	\$0.00	1 day	Thu 10/28/99	Thu 10/28/99	Cost									
32		Construction Activities	0 days	\$0.00	1 day	Fri 10/29/99	Fri 10/29/99	Cost									
33		Post Construction	0 days	\$0.00	1 day	Mon 11/1/99	Mon 11/1/99	Cost									
34		Project Close Out	0 days	\$0.00	1 day	Tue 11/2/99	Tue 11/2/99	Cost									

2 Project Initiation

This subtask is for workloading all DSC labor and nonlabor costs for preparing and finalizing a project agreement for a LI project. See DSC Project Agreement Guidelines for activities under this subtask.

3 Project Programing

This subtask is for workloading DSC and A/E costs for predesign, including topo, geotech, and general A/E technical support.. The A/E costs should be shown under "services." If the service meets the definition of a "supplemental" A/E service, it should be workloaded under PWE 518.

.08 Programming services consisting of consultation to establish and document the following detailed requirements for the Project:

- .01 Design objectives, limitations and criteria
- .02 Development of initial approximate gross facility areas and space requirements
- .03 Space relations
- .04 Number of functional responsibilities personnel
- .05 Flexibility and expandability
- .06 Special equipment and systems
- .07 Site requirements
- .08 Development of a preliminary budget for the Work based on programming and scheduling studies
- .09 Operating procedures
- .10 Security criteria
- .11 Communications relationships
- .12 Project schedule.
- .13 Charrette

.09 Space Schematics/Flow Diagrams consisting of diagrammatic studies and pertinent descriptive text for:

- .01 Conversion of programmed requirements to net area requirements
- .02 Internal functions
- .03 Human, vehicular and material flow patterns
- .04 General space allocations
- .05 Analysis of operating functions
- .06 Adjacency
- .07 Special facilities and equipment
- .08 Flexibility and expandability.

.10 Existing Facilities Surveys consisting of researching, assembling, reviewing and supplementing information for Projects involving alterations and additions to existing facilities or determining new space usage in conjunction with a new building program and including:

- .01 Photography (Aerial surveys for topo maping)
- .02 Field measurements
- .03 Review of existing design data
- .04 Analysis of existing structural capabilities
- .05 Analysis of existing mechanical capabilities
- .06 Analysis of existing electrical capabilities
- .07 Review of existing drawings for critical inaccuracies, and the development of required measured drawings.

.11 Feasibility Studies

- .01 Markteing Studies
- .02 Economic Studies
- .03 Financing

SITE DEVELOPMENT SERVICES

.14 Site Analysis and Selection consisting of:

- .01 Identification of potential site(s)
- .02 On-site observations
- .03 Movement systems, traffic and parking studies (basic no special consultant)
- .04 Topography analysis
- .05 Analysis of deed, zoning and other legal restrictions
- .06 Studies of availability of labor force to staff facility
- .07 Studies of availability of construction materials, equipment and labor
- .08 Studies of construction market
- .09 Overall site analysis and evaluation
- .10 Comparative site studies.

.15 Site Development Planning consisting of preliminary site analysis, and preparation and comparative evaluation of conceptual site development designs, based on:

- .01 Land utilization
- .02 Structures placement
- .03 Facilities development
- .04 Development phasing
- .05 Movement systems, circulation and parking

- .07 Surface and subsurface conditions
- .08 Ecological requirements
- .09 Deeds, zoning and other legal restrictions
- .10 Landscape concepts and forms.
- .11 Revegetation
  
- .16 Detailed Site Utilization Studies consisting of detailed site analyses, based on the approved conceptual site development design, including:
  - .01 Land utilization
  - .02 Structures placement
  - .03 Facilities development
  - .04 Development phasing
  - .05 Movement systems, circulation and parking
  - .06 Utilities systems
  - .07 Surface and subsurface conditions
  - .08 Review of soils report
  - .09 Vegetation
  - .10 Slope analysis
  - .11 Ecological studies
  - .12 Deeds, zoning and other legal restrictions
  - .13 Landscape forms and materials.
  
- .17 On-Site Utility Studies consisting of establishing requirements and preparing initial designs for on-site:
  - .01 Electrical service and distribution
  - .02 Gas service and distribution
  - .03 Water supply and distribution
  - .04 Site drainage
  - .05 Sanitary sewer collection and disposal
  - .06 Process waste water treatment
  - .07 Storing water collection and disposal
  - .08 Central-plant mechanical systems
  - .09 Fire systems
  - .10 Emergency systems
  - .11 Security
  - .12 Pollution control
  - .13 Site illumination
  - .14 Communications systems.
  
- .18 Off-Site Utility Studies consisting of:
  - .01 Confirmation of location, size and adequacy Of utilities serving the site
  - .02 Determination of requirements for connections to utilities
  - .03 Planning for off-site utility extensions and facilities
  - .04 Design of off-site utility extensions and facilities.
  
- .19 Compliance & Cultural Studies and Reports consisting of:
  - .01 Determination of need or requirements for environmental monitoring, assessment and/or impact statements
  - .02 Ecological studies
  - .03 Preparation of environmental assessment reports
  - .04 Preparation of environmental impact reports
  - .05 Attendance at public meetings and hearings
  - .06 Presentations to governing authorities.
  - .07 Cultural resource compliance documentation
  
- .20 Regulatory Processing Assistance consisting of (non-permit):
  - .01 Assistance in preparing applications
  - .02 Development of supporting data
  - .03 Preparation of presentation materials
  - .04 Presentation at public meetings and hearings.
  
- .21 Geotechnical Engineering services, including, but not limited to:
  - .01 Test borings, test pits, determinations of soil bearing values, percolation tests, well testing, evaluations of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions
  - .02 Reports and appropriate professional recommendations.
  
- .22 Site Surveying services, to include:

Reimbersable Projects for Other Federal Agencies PWE 454		
<p>.02 Include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All information shall be referenced to</p>		
9	<b>Design</b>	<p>This subtask is for workloading DSC employees and some nonlabor costs for design. If it is an A/E-designed project, all A/E costs should be loaded in PWE 472. If this is an inhouse-designed project, all DSC costs for this subtask should be loaded under PWE 514.</p> <p>23 Architectural Design/Documentation:</p> <p>.01 During the Schematic Design Phase, responding to program requirements and preparing:</p> <p>.01 Review of Program and Budget</p> <p>.02 Conceptual site and building plans</p> <p>.03 Preliminary sections and elevations</p> <p>.04 Preliminary selection of building systems and materials</p> <p>.05 Development of approximate dimensions, areas and volumes</p> <p>.06 Perspective sketch(es)</p> <p>.07 Study model(s).</p> <p>.02 During the Design Development Phase consisting of continued develop-ment and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project through:</p> <p>.01 Plans, sections and elevations</p> <p>.02 Typical construction details</p> <p>.03 Three-dimensional sketch(es)</p> <p>.04 Study model(s)</p> <p>.05 Final materials selection</p> <p>.06 Equipment layouts.</p> <p>.03 During the Contract Documents Phase consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.</p> <p>.24 Structural Design/Documentation:</p> <p>.01 During the Schematic Design Phase consisting of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for:</p> <p>.01 A predetermined structural system</p> <p>.02 Alternate structural systems.</p> <p>.02 During the Design Development Phase consisting of continued develop-ment of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish:</p> <p>.01 Basic stnicrural system and dimensions</p> <p>.02 Final structural design criteria</p> <p>.03 Foundation design criteria</p> <p>.04 Preliminary sizing of major structural components</p> <p>.05 Critical coordination clearances</p> <p>.06 Outline Specifications or materials lists.</p> <p>.03 During the Contract Documents Phase consisting of preparation of final structural engineering calculations, Drawings and Specifica-tions based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.</p> <p>.25 Mechanical Design/Documentation:</p> <p>.01 During the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment, and development of con-ceptual design solutions for:</p> <p>.01 Energy source(s)</p> <p>.02 Energy conservation</p> <p>.03 Heating and ventilating</p> <p>.04 Air conditioning</p> <p>.05 Plumbing</p> <p>.06 Fire protection</p> <p>.07 General space requirements.</p> <p>.02 During the Design Development Phase consisting of continued develop-ment and expansion of mechanical Schematic Design Documents and development of outline Specifications or materials lists to establish:</p> <p>.01 Approximate equipment sizes and capacities</p> <p>.02 Preliminary equipment layouts</p> <p>.03 Required space for equipment</p> <p>.04 Required chases and clearances</p> <p>.05 Acoustical and vibration control</p> <p>.06 Visual impacts</p> <p>.07 Energy conservation measures.</p>
454ReimProj.mpp	Page 4	Fri 10/8/99

.03 During the Contract Documents Phase consisting of preparation of final mechanical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the mechanical construction

**16 Bid and Negotiate**

This subtask is for workloading DSC employees and nonlabor related to bidding and contract award. This includes bid set printing costs.

- .32 Specificaion and Drawings services consisting of organizing and handling Bidding Documents for:
  - .01 Coordination / Constructability
  - .02 Reproduction
  - .03 Completeness review
  - .04 Distribution to bidders
  - .05 Distribution records
- .33 Admendment services consisting of preparation and distribution of Amendment as may be required during bidding or negotiation and including supple-mentary Drawings, Specifications, instructions and notice(s) of changes in the bidding schedule and procedure.
- .34 Bidding/Negotiation services consisting of:
  - .01 Advertise in CBD or issue 8(a)offering letter
  - .02 Distribution of plans & specs, prepare bidders mailing list
  - .03 Prepare source selection plan, appoint evaluation board, develop factor and weights
  - .04 Pre-bid conferences
  - .05 Responses to questions from Bidders or proposers and clarifications or interpretations of the Bidding Documents
  - .06 Conduct bid opening(s)
  - .07 Prepare and distribute bid abstract
  - .08 Prepare 8(a) estimate
  - .09 Technical analysis of 8(a) proposal
- .35 Analysis of Alternates/Substitutions consisting of consideration, analyses, comparisons, and recommendations relative to alternates or additives substitutions proposed by Bidders or proposers either prior or subsequent to receipt of Bids or proposals.
- .36 Special Bidding services consisting of:
  - .01 participation in negotiations
  - .02 Technical evaluation of proposals
  - .03 Participation in detailed evaluation procedures for building systems proposals.
  - .04 Professional / Contract service (title III)task order development
  - .05 Respond to Protests
  - .06 Issue request for quotes, evaluate quotes, document award, issue purchase order
- .37 Bid Evaluation services consisting of:
  - .01 Determine responsiveness of bids or proposals
  - .02 Evaluation of bids or proposals, including scoring and ranking of competitive proposals
  - .03 Write prenegotiation objective, price negotiation menm
  - .04 Conduct discussion
- .38 Contract Award services consisting of:
  - .01 Confirm bid, verify contractor is responsible, obtain fund cert, and prepare award package.
  - .02 Receipt, distribution and processing,of required certificates of insurance, bonds and similar documents
  - .03 Preparation and distribution to Contractor(s, of notice(s) to proceed with the Work.

**30 Construction**

This subtask is for workloading DSC employees and some nonlabor costs associated with construction administration. A/E inspection services should be workloaded under PWE 473.

- .39 Submittal Services consisting of:
  - .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents
  - .02 Distribution of submittals to Park, Contractor and/or Government's field representative as required
  - .03 Maintenance of master file of submittals
  - .04 Related communications.
- .40 Observation Services consisting of visits to the site at intervals appropriate to the stage of the work or to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work when completed will be in accordance with Contract documents; preparing related reports and communications.
- .41 Project Representation consisting of selection, employment and direction of:
  - .01 Project Representative(s) whose specific duties, responsibilities and limitations of authority shall be as described the project agreement

- .42 Testing and Inspection Administration relating to independent inspection and testing agencies, consisting of:
  - .01 Administration and coordination of field testing required by the Contract Documents
  - .02 Recommending scope, standards, procedures and frequency of testing and inspections
  - .03 Arranging for testing and inspection on Government's behalf
  - .04 Notifying inspection and testing agencies of status of Work requiring testing and inspection
  - .05 Evaluating compliance by testing and inspection agencies with required scope, standards, procedures and frequency
  - .06 Review of reports on inspections and tests and notifications to Contractor(s) of observed deficiencies in the Work.
  
- .43 Supplemental Documentation services consisting of:
  - .01 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for clarification by Contractor(s) or the Client
  - .02 Forwarding instructions and providing guidance to the Contractor relative to changed requirements and schedule revisions.
  
- .44 Quotation Requests/Modifications consisting of:
  - .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be added, deleted or modified
  - .02 Review of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials
  - .03 Review and recommendations relative to changes in time for Substantial Completion
  - .04 Negotiations with Contractor relative to costs of Work proposed to be added, deleted or modified
  - .05 Assisting in the preparation of appropriate Modifications of the Contract for Construction
  - .06 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.
  
- .45 Contract Cost Accounting services consisting of:
  - .01 Maintenance of records of payments on account of the Contract Sum and all changes thereto
  - .02 Evaluation of Applications for Payment and certification thereof
  - .03 Review and evaluation of expense data submitted by the Contractor(s) for Work performed under cost-plus-fee arrangements.
  
- .46 Exhibit/Concession and Equipment Installation Administration consisting of:
  - .01 Assistance to the Park in coordinating schedules for delivery and installation of the Work
  - .02 Review of final placement and inspection for damage, quality, assembly and function to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents.
  
- .47 Interpretations and Decisions consisting of:
  - .01 Review of claims, disputes or other matters between the Government and Contractor relating to the execution or progress of the Work as provided in the Contract Documents
  - .02 Rendering written decisions within a reasonable time and following the procedures set forth in the General Conditions of the Contract for Construction for Resolution of Claims and disputes.
  
- .48 Project Closeout services initiated upon notice from the Contractor that the Work, or a designated portion thereof which is acceptable to the Government, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:
  - .01 A detailed inspection for conformity of the Work to the Contract Documents to verify the list submitted to the Contractor of items to be completed or corrected
  - .02 Determination of the amounts to be withheld until final completion
  - .03 Securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment
  - .04 Issuance of Certificate(s) of Substantial Completion
  - .05 Inspection upon notice by the Contractor that the Work is ready for final inspection and acceptance
  - .06 Notification to the Contractor of deficiencies found in follow-up inspection(s)
  - .07 Final inspection with the Contractor to verify final completion of the Work
  - .08 Receipt and transmittal of warranties, affidavits, receipts, and releases to the Government
  - .09 Securing and receipt of consent of surety or sureties, if any, to the making of final payment
  - .10 Issuance of final Certificate for Payment.
  
- .49 Maintenance and Operational Programming services consisting of:
  - .01 Assistance in the establishment of in-house or contract program of operation and maintenance of the physical plant and equipment
  - .02 Arranging for and coordinating instructions on operations and maintenance of equipment in conjunction with manufacturer's representatives
  - .03 Assistance in the preparation of operations and maintenance manual(s).
  
- .50 Start-Up Assistance consisting of:
  - .01 On-site assistance in the operation of building systems during initial occupancy
  - .02 Assistance in the training of operation and maintenance personnel in proper operations and procedures
  
- .51 Record Drawing services consisting of:
  - .01 Making arrangements for obtaining from Contractor information in the form of marked-up prints, drawings and other data certified by them on changes made during performance of the Work
  - .02 Review of general accuracy of information submitted and certified by the Contractor

**33 Post Construction**

This subtask is for workloading DSC employees and some nonlabor costs associated with construction administration. A/E inspection services should be workloaded under PWE 473.

- .50 Start-Up Assistance consisting of:
  - .01 Administration and coordination of remedial work by the Contractor after final completion.
  
- .51 Record Drawing services consisting of:
  - .01 Preparation of record drawings based on certified information furnished by the Contmctor
  - .02 Transmittal of record drawings and general data, appropriately identified, to the Owner and others as directed.
  
- .52 Warranty Review consisting of:
  - .01 Consultation with and recommendation to the Park during the duration of warranties in connection with inadequate performance of materials, systems and equipment under warranty
  - .02 inspection(s) prior to expiration of the warranty period(s) to ascertain adequacy of performance of materials, systems and equipment
  - .03 Documenting defects or deficiencies and assisting the Park in preparing instructions to the Contractor(s) for correction of noted defects.
  
- .53 Post-Contract Evaluation consisting of a Project inspection at least one year after completion of the Work; review with appropriate supervisory, operating and maintenance personnel, and analysis of operating costs and related data for evaluation of:
  - .01 The initial Project programming versus actual facility use
  - .02 The functional effectiveness of planned spaces and relationships
  - .03 The operational effectiveness of systems and materials installed.